

KETS UNMET NEED REPORT

JULY 2002

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KETS UNMET NEED REPORT

DESCRIPTION

The KETS(Kentucky Education Technology System) Unmet Need Report *is run from a program written specifically for Kentucky Department of Education(KDE). This program allows the school districts to print a standard commodity report for the KETS purchases using the KETS standard commodity codes for such items. The KETS Unmet Need Report is required to be submitted to KDE by all Kentucky School Districts. The purpose of the report is to report technology equipment purchased to fulfill Phase II of the KETS Master Plan. This report has the option to allow for both printed and magnetic media output*

CHECKLIST FOR GENERATING THE KETS UNMET NEED REPORT

- ☐ 1. Generate the KETS UNMET NEED Report hard copy. (A spreadsheet file is created in the same step if further processing in a spreadsheet application is desired. Please note that a magnetic media file will also be created. Both files are to be sent to the state using the KYTRANSFER.)
- ☐ 2. The spreadsheet file generated in the previous step, can be transferred to a PC or a Macintosh. For detailed instructions, refer to *Transferring Files from the RS6000 to a Workstation (OSA-9)* in the *MUNIS System Administration User Guide*.

GENERATING THE KETS UNMET NEED REPORT

To Generate a Kets Unmet Need Report, Select:

A) FINANCIALS

A) General Ledger Menu

F) Inquiries & Reports Menu

F) State Wide Reporting

H) Kets Unmet Need Report

1. Select **Define** from the Ring Menu.
2. Enter the **Fiscal Year for the report. (ie., 2002, 01 and 2002, 12)**
3. The default information will not need to be changed.
4. Click **OK** to select all commodity code amounts.

NOTE: There is a delay while the amounts are processed.

NOTE: Magnetic media and spreadsheet files for the KETS UNMET NEED REPORT are required by KDE.

Select the printer icon to output the file. Spool the file.

A spreadsheet file is created which can be pulled into excel. This spreadsheet file is also being transferred to KDE.

You must Spool the pokycomm report to create the KETS Unmet Need Report. This hard copy is created for district use.

5. Use option 15 on the KYTRANSFER to submit the files to KDE.

COMMODITY CODE REPORT - KDE TEST SYSTEM

OK
Help
Cancel

Starting Year/Period: 2002 1
Ending Year/Period: 2002 12

Commodity Code range: to zzzzzzzzzzzzzzzzzzz
Department code range: to zzzzzzz

Fixed Asset ☒ All ☐ Yes Only ☐ No Only
Current or Next Year PO's ☒ Current ☐ Next Year

Report in ☒ Detail ☐ Summary

Output File Options ☐ Paper/Spool only
☐ Mag-Media & Spreadsheet
☒ Both Paper & Mag-Media/Spreadsheet

Records processed 0
Payroll records processed 0

Start | Inbox - ... | SITS207... | KETSUN... | Window... | pboyd@... | COMMO... | 2:57 PM

```
pboyd@170.183.251.74:0
```

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*****
* This utility was developed by the Kentucky Department of Education. Any *
* unauthorized use, distribution or modification in any manner without the *
* expressed written permission of KDE is strictly prohibited. *
* Copyright 2000 menu:2001:05252001 *
*****

MUNIS APPLICATIONS MENU      ASSOCIATED UTILITIES
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1) MUNIS GUI Live System      C) Change Password.....change Unix password
2) MUNIS GUI Test System      E) Printer Utility.....manage printers
3) Jefferson Testdb           K) kytransfer Utility...send files to Frankfort
L) Logoff Unix Server         E) kyeis Utility.....EIS administration

Please Make Selection: █
```

Start | Inbox - ... | Window... | pboyd... | Homer - ... | KETSUN... | 9:33 AM

